

**CITY OF SANTA CLARA**  
**CIVIL SERVICE COMMISSION**  
**SUMMARY OF MINUTES**

May 14, 2007 – 7:00 PM  
**Redwood Room – City Library**  
**2635 Homestead Road**  
Santa Clara, California

**Present:** Commissioners Mohammed Nadeem, Steve Chan, Robert Owens, Randy Preston, and Beverly Silva; Tina Murphy, Acting Assistant Director of Human Resources, and Sheila Ivers, Recording Secretary.

**Absent:** Renée Ruņgis, Director of Human Resources

**Note:** Commissioner Nadeem, with a previous meeting commitment, left the Commission meeting at 7:17 p.m. Before doing so, he thanked Chairperson Owens and Commissioner Preston for their assistance to him and their service to the City of Santa Clara while on the Commission.

**Recommendations for Council Action:**

- A) **APPROVE the modification of the job specification for Grounds Maintenance Worker III**
- B) **APPROVE the modification of the job specification for Cemetery Worker III**
- C) **APPROVE the modification of the job specification for Facilities Technician**
- D) **APPROVE the modification of the job specification for Journey Lineworker Apprentice**
- E) **APPROVE new job specifications for Business Analyst – Fiber and Business Analyst – Public Benefits**
- F) **APPROVE the new job specification for Power Contract Specialist**

**I. ROUTINE ITEMS**

**A. CALL TO ORDER - PLEDGE OF ALLEGIANCE**

Chairperson Owens called the meeting to order at 7:00 p.m.

- B. MINUTES of March 12, 2007, Civil Service Commission meeting  
**MOTION** by Commissioner Preston, seconded by Chairperson Silva, **to APPROVE the minutes of the March 12, 2007 meeting.**  
**MOTION carried 5-0.****

- C. CHANGE OF STATUS REPORT for March and April, 2007**

- D. CURRENT RECRUITMENT ACTIVITY REPORT for  
March and April, 2007**

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- E. **EXAMINATION REPORTS** for March and April, 2007  
MOTION by Commissioner Silva, seconded by Commissioner Chan, to  
NOTE AND FILE Items I-C, I-D, and I-E.  
MOTION carried 5-0.

### II. **UNFINISHED BUSINESS**

- A. **CONSIDER REQUEST** to Modify Job Specification for Grounds  
Maintenance Worker III  
MOTION by Commissioner Preston, seconded by Commissioner Nadeem,  
to APPROVE the modification of the job specification for Grounds  
Maintenance Worker III.  
MOTION carried 5-0.

### III. **NEW BUSINESS**

- A. **CONSIDER REQUEST** to Extend Eligible List for Equipment Operator  
MOTION by Commissioner Preston, seconded by Commissioner Chan, to  
DENY the extension of the eligible list for Equipment Operator.  
MOTION carried 4-0, with Commissioner Nadeem's departure from the  
proceedings.
- B. **CONSIDER REQUEST** to Extend Eligible List for Driver/Engineer  
MOTION by Commissioner Preston, seconded by Commissioner Silva, to  
APPROVE the extension of the eligible list for Driver/Engineer.  
MOTION carried 4-0.
- C. **CONSIDER REQUEST** to Modify Job Specification and Examination  
Weighting for Cemetery Worker III  
MOTION by Commissioner Preston, seconded by Commissioner Silva, to  
APPROVE the modification of the job specification for Cemetery  
Worker III, and the change of examination weighting from 50% written  
50% oral examination to 50% written and 50% oral examination with a  
qualifying performance examination.  
MOTION carried 4-0.
- D. **CONSIDER REQUEST** to Modify Job Specification for Facilities  
Technician  
MOTION by Commissioner Silva, seconded by Commissioner Preston, to  
APPROVE the modification of the job specification for Facilities  
Technician.  
MOTION carried 4-0.
- E. **CONSIDER REQUEST** to Modify Job Specification for Journey  
Lineworker Apprentice

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**MOTION** by Commissioner Preston, seconded by Commissioner Silva, **to approve the job specification for Journey Lineworker Apprentice.**  
**MOTION** carried 4-0.

- F. **CONSIDER REQUEST** to Approve New Job Specifications for Business Analyst/Fiber and Business Analyst/Public Benefits and Establish Recruitment Type and Examination Weighting  
**MOTION** by Commissioner Preston, seconded by Commissioner Silva, **to APPROVE the job specifications for Business Analyst/Fiber and Business Analyst/Public Benefits, and establish the recruitment type as open/competitive and the examination weighting as 100% oral examination with a qualifying written supplemental.**  
**MOTION** carried 3-0, with Commissioner Chan recusing himself from the vote, as a member of his family might apply for this position.
- G. **CONSIDER REQUEST** to Approve New Job Specification for Power Contract Specialist, Establish Recruitment Type and Examination Weighting  
**MOTION** by Commissioner Preston, seconded by Commissioner Silva, **to APPROVE the modification of the job specification for Power Contract Specialist, and establish recruitment type as open/competitive and examination weighting as 100% oral examination with a qualifying written examination.**  
**MOTION** carried 4-0.

### IV. **INFORMATIONAL ITEMS** - None

### V. **ORAL COMMUNICATIONS**

Ms. Murphy announced that this meeting marks the end of the second Civil Service Commission terms for both Chairperson Bob Owens and Commissioner Randy Preston. She spoke briefly of their service, their loyalty and their generosity of time and experience in the service of the City of Santa Clara.

### VI. **ADJOURNMENT**

**Chairperson Owens adjourned the meeting at 8:04 p.m. until the next regular Civil Service meeting on Monday, July 9, 2007.**